

Franklin County Employees Learning and Development Calendar November, 2014

Monday	Tuesday	Wednesday	Thursday	Friday
Theresa Ferguson – Pink Elizabeth Manns – Blue Sonya Burley – Purple *Core Class- Note: Franklin County Board of Commissioners Employees are encouraged to complete these classes by the end of their probation period.	HR = HR Training Room, 373 S. High St, 25 th FL MRB = Meeting Room B, 373 S. High St, 25 th FL			
3 Making Your Benefits Work for You –E316.020 1:00pm – 3:30 HR SB	4 *Multicultural Awareness—E210.138 8:30am – 11:30 MRB- TF	5 Excel 2010-Beginners E175.004 9:00am-12:00pm HR- LM	6 Progressive Discipline *Supervisor Only*– S340.030 8:30 – 11:30 MRB- TF	7
10	11 Veterans Day- Office Closed	12 Communication Boot Camp—E269.005 9:00am-12:00pm HR- LM	13 *Violence in the Workplace – E230.122 9:00am – 12:00pm HR- LM	14
17 Making Your Benefits Work for You –E316.021 1:00pm – 3:30 HR SB	18 *Sexual Harassment Awareness – E220.137 8:30am – 11:30am MRB- TF	19 Word 2010- Advanced E163.602 9:00am-12:00pm HR- LM	20 *Customer Service – E285.145 9:00am – 12:00 HR- LM Listening Skills— E257.027 8:30am-11:30am MRB- TF	21
24	25 *Ethics—E240.140 8:30am-11:30pm MRB- TF	26	27 Thanksgiving Holiday- Office Closed	28
1	2	3	4	5

Register for our workshops at: <http://www.franklincountyohio.gov/commissioners/hr/training>

Or Call 614-525-6224 if you have questions

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Monday	Tuesday	Wednesday	Thursday	Friday
1 Making Your Benefits Work for You – E316.022 1:00 – 3:30 HR- SB	2 *Multicultural Awareness – E210.139 9:00am – 12:00 HR- LM	3 Can We Talk? Improving Communications Skills-- E250.040 8:30am-11:30am MRB- TF	4 Reinvent Yourself: Building an Approachability Action Plan—E472.004 9:00am-12:00pm HR- LM The Successful Persons Guide to Time Management E–302.005 8:30 – 11:30 MRB- TF	5
8	9 Enhancing Your Listening Skills E— 257.028 8:30am-11:30am MRB- TF	10 Are Your Non-Verbals Showing the Way You Think?—E251.207 9:00am-12:00pm HR- LM	11 *Ethics—E240.141 8:30am-11:30am MRB- TF	12
15 Making Your Benefits Work for You –E316.023 1:00 – 3:30 HR- SB	16 *Sexual Harassment Awareness – E220.138 9:00 – 12:00 HR- LM Coaching for Improved Performance—S210.027 8:30 – 11:30 MRB- TF	17 Excel 2010- Beginners— E175.005 9:00am-12:00pm HR LM	18 *Violence in the Workplace – E230.123 8:30 – 11:30 MRB- TF	19
22	23 Word 2010-Advanced— E163.603 9:00am-12:00pm HR LM	24	25 Christmas Day- Office Closed	26
29 Making Your Benefits Work for You –E316.024 1:00 – 3:30 HR- SB	30 *Customer Service – E285.146 9:00 – 12:00 HR- LM	31		
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